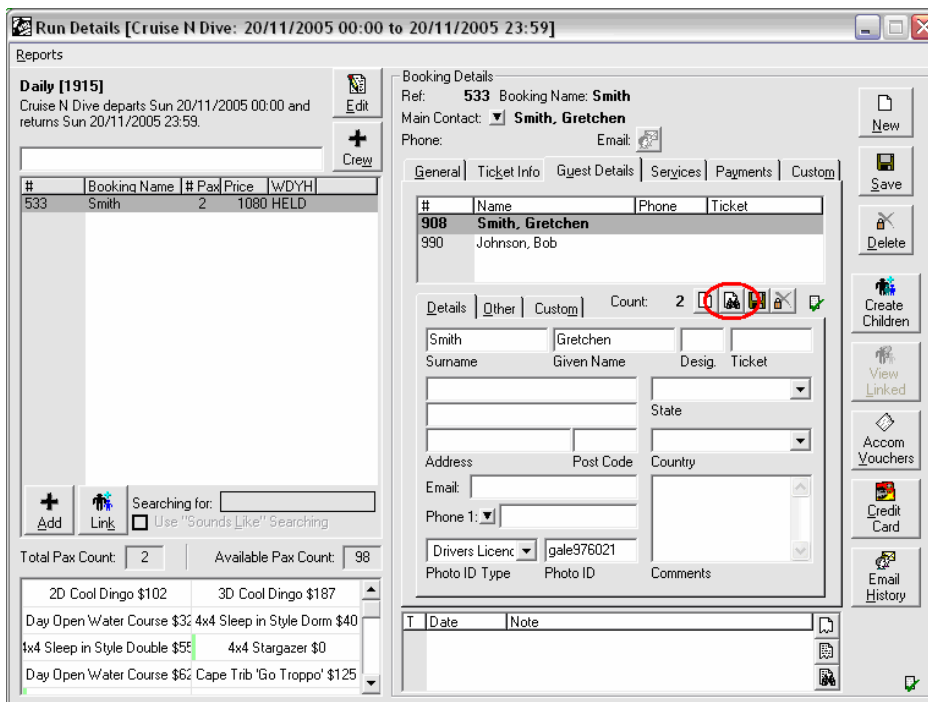




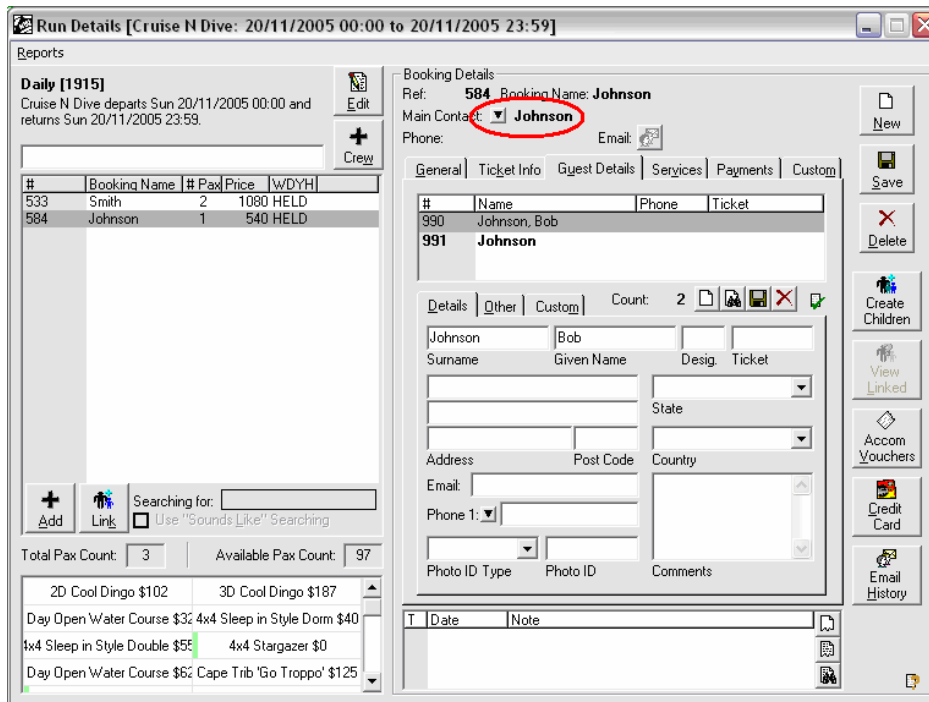
ProCharter Tours - Splitting a Package Booking

Note: Before you split a booking you should find out which pax are to be split off and which vouchers have been used.

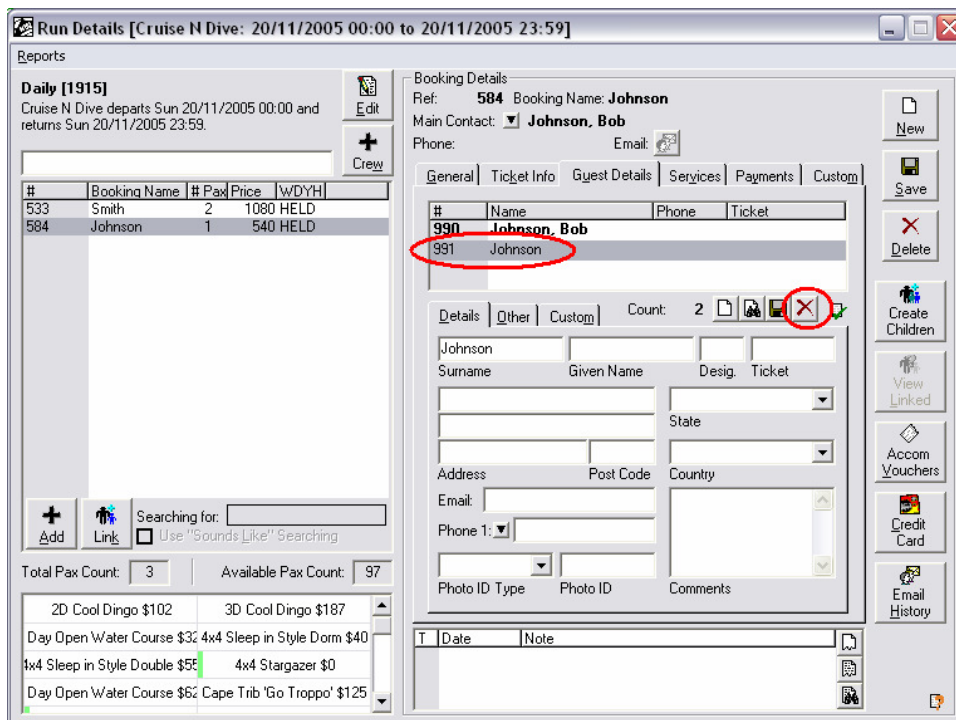
1. Load the existing booking as normal
2. Record the Pax ID numbers that you want to move (eg. Gretchen Smith is 908, Bob Johnson is 990)
3. Create a new booking on the same run for the split pax with the same agent, same upgrades, reference numbers etc
4. On the Guest Details tab hit the Find Pax button (Ctrl+F3) and find the Guest you want to move (eg. 990, Bob Johnson).



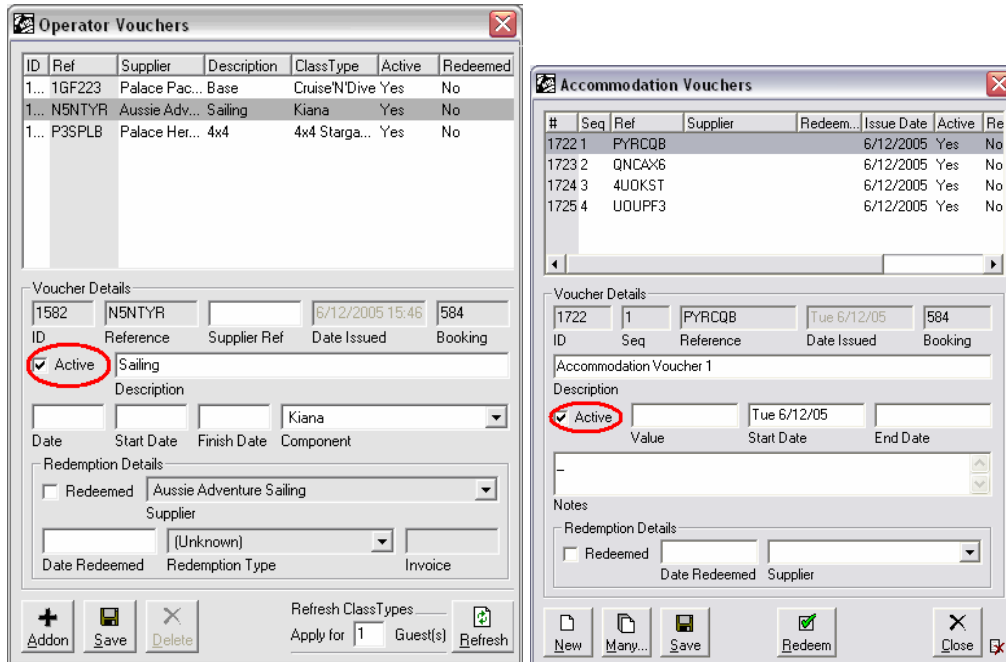
5. There should now be an extra pax on the booking, change the main contact from the default contact (Johnson) to the added Pax (Johnson, Bob) using the drop down



6. Hit Save
7. Select the original pax and delete them from the booking



8. If any of the vouchers have been used set the equivalent vouchers in the new booking to being inactive (so they can't be used to gain a second tour).

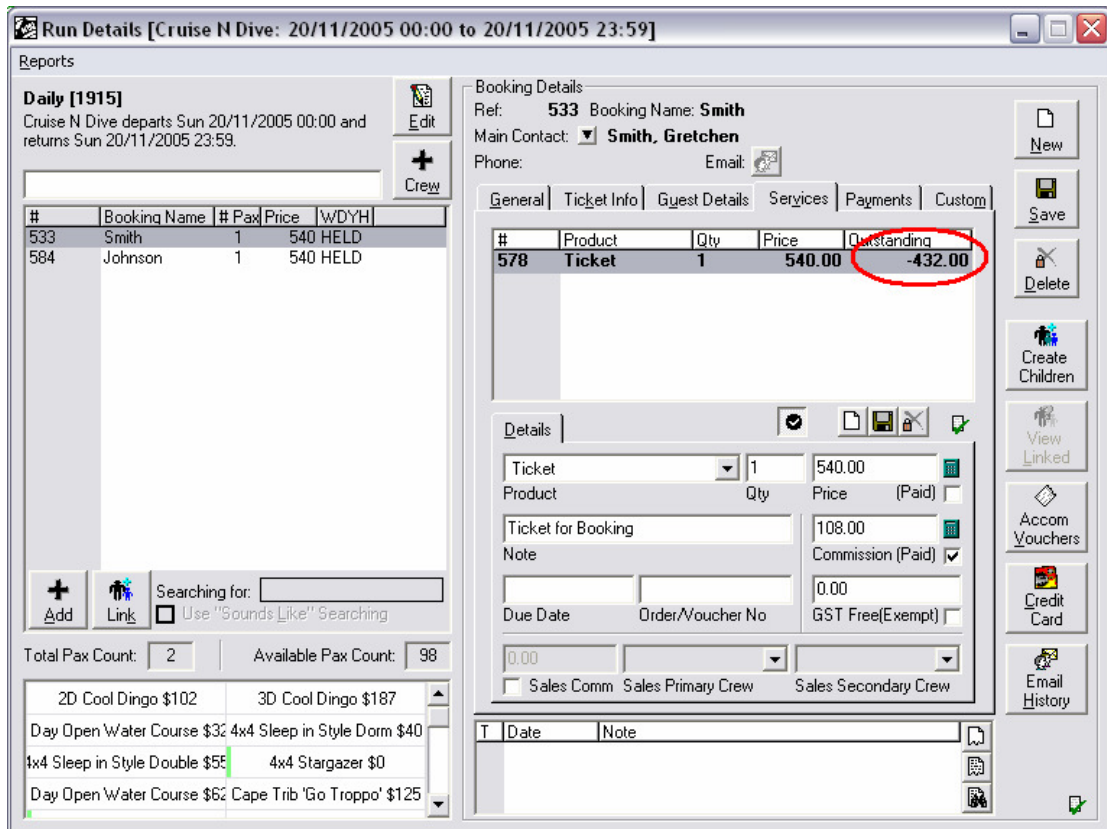


9. Save the new booking
10. Load the old booking
11. On Guest Details tab remove the pax which have been moved to the new booking and Save the booking
12. Apply the operator vouchers for the new number of pax and Save the booking.



Steps 13-15 are for Deposit Paid bookings only, skip them for Paid in Full bookings

13. For Deposit Paid bookings you should now have a negative amount outstanding on the Ticket Service.



14. Create a negative receipt for the amount on the payments tab and Save the booking



Run Details [Cruise N Dive: 20/11/2005 00:00 to 20/11/2005 23:59]

Reports

Daily [1915]
Cruise N Dive departs Sun 20/11/2005 00:00 and returns Sun 20/11/2005 23:59.

#	Booking Name	# Pax	Price	w/DYH
533	Smith	1	540	HELD
584	Johnson	1	540	HELD

Use "Sounds Like" Searching

Total Pax Count: Available Pax Count:

2D Cool Dingo \$102	3D Cool Dingo \$187
Day Open Water Course \$32	4x4 Sleep in Style Dorm \$40
4x4 Sleep in Style Double \$55	4x4 Stargazer \$0
Day Open Water Course \$62	Cape Trib 'Go Troppo' \$125

Booking Details:

Ref: **533** Booking Name: **Smith**
Main Contact: **Smith, Gretchen**
Phone: _____ Email: _____

General | Ticket Info | Guest Details | Services | Payments | Custom

#	Date	Note
66	Tue 6/12/05	pi
67	Tue 6/12/05	split booking

Details

Amount	Fee	Service	Cn?	Amount
-432.00	0.00	578: Ticket		-432

T	Date	Note



15. Load the new booking and create a receipt for the same amount and payment type and Save the booking

The screenshot shows the 'Run Details' window for a cruise booking. The window title is 'Run Details [Cruise N Dive: 20/11/2005 00:00 to 20/11/2005 23:59]'. The 'Reports' section shows 'Daily [1915]' for a cruise departing on 20/11/2005. The 'Booking Details' section shows 'Ref: 584', 'Booking Name: Johnson', and 'Main Contact: Johnson, Bob'. The 'Payments' tab is active, showing a payment of 432.00 for '630: Ticket' on 6/12/05. The 'Total' is 432.00. The 'Details' section shows 'Cash Payment' and 'split booking'. The 'Amount' is 432.00 and the 'Fee' is 0.00. The 'Payment Date' is 6/12/05 16:09:26. The 'Note' is 'split booking'. The 'Total' is 432.00. The 'Reports' section shows a table with columns '#', 'Booking Name', '# Pax', 'Price', and 'W/D/YH'. The table has two rows: 533 Smith 1 540 HELD and 584 Johnson 1 540 HELD. The 'Total Pax Count' is 2 and the 'Available Pax Count' is 98. The 'Services' section shows a list of items: 2D Cool Dingo \$102, 3D Cool Dingo \$187, Day Open Water Course \$32, 4x4 Sleep in Style Dorm \$40, 4x4 Sleep in Style Double \$55, 4x4 Stargazer \$0, Day Open Water Course \$62, Cape Trib 'Go Troppo' \$125.

16. Issue the pax in the new booking their vouchers as normal